

## Borrowing Vaccine in KSWebIZ (Direct Entry Users Only)

1. Search patient
2. Update VFC Eligibility in patient demographics

PROVIDER: KANSAS WEBIZ TRAINING, CLINIC: KANSAS WEBIZ TRAINING

**SIMPSON, BART L**  
ID: 2 DOB: 03/06/2009 AGE: 6Y 2M 26D GENDER: M GENERATION: JR

Patient Demographics

Click "Update" to save the record or "Cancel" to return to the previous page.

Immunization Record (Pink Card)  
Immunization Certificate (KCI Form)  
Adopt Patient

Edit: SIMPSON, BART (2) DOB: 03/06/2009 AGE: 6Y 2M 26D

Update Cancel

Patient Info | Alias | Health Ins | Contact Info | Address | Race/Ethnicity | Employment Info | Recommender | Medical Home Information | Birth Info

Address History Insurance History Campaign Responder Default Clinic Contacts Set Defaults

Patient Information

Last Name	First Name	Middle Name	Generation	Title/Credential
SIMPSON	BART	L	JR	

Gender: MALE DOB: 03/06/2009 Birth Time: (H:MM:AP)

VFC Eligibility

- (6) FULLY INSURED (<19YRS)
- (1) TITLE 19 (<19YRS) (MEDICAID)
- (3) UNINSURED (<19YRS)
- (4) AMERICAN INDIAN/ALASKAN NATIVE(<19YRS)
- (5) UNDERINSURED (<19YRS) (RHC/FQHC/HD ONLY)
- (6) FULLY INSURED (<19YRS)
- (7) UNINSURED ADULT
- (8) FULLY INSURED ADULT
- (9) UNDERSERVED (<19YRS) [HD ONLY]
- (2) TITLE 21 (<19YRS) [SCHIP-STATE]
- (11) NOT VFC ELIGIBLE
- (10) VFC ELIGIBILITY NOT DETERMINED/UNKNOWN

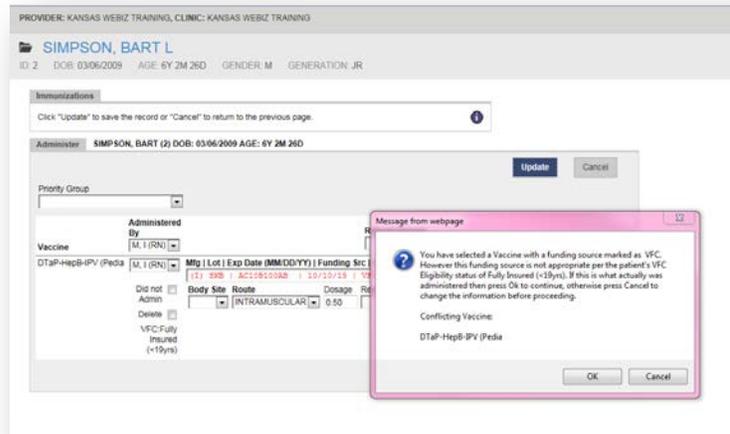
Interpreter Needed?

Alias

Last Name	First Name	Middle Name	Generation
SIMPSONBURNS	BARTHOLOMEW	LOGAN	

3. Select *Update*
4. Go to the patient immunization page
5. Select *Add Vaccines*
6. Enter the *Vacc Date*
7. Select the vaccines you plan to administer
8. Select *Create and Administer*
9. Select the name of the person that administered the vaccine
10. Select the vaccine given with the correct lot number, manufacturer, expiration date, and funding source

11. A pop up notification will appear



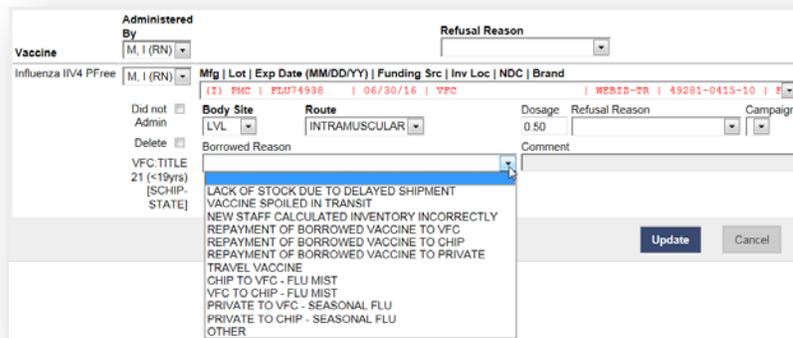
12. Select *OK* to proceed or *Cancel* to go back and make changes

13. The screen will refresh and prompt you to enter a borrowed reason and comment

a. Please be sure to select the borrowed reason the reflects exactly why you borrowed

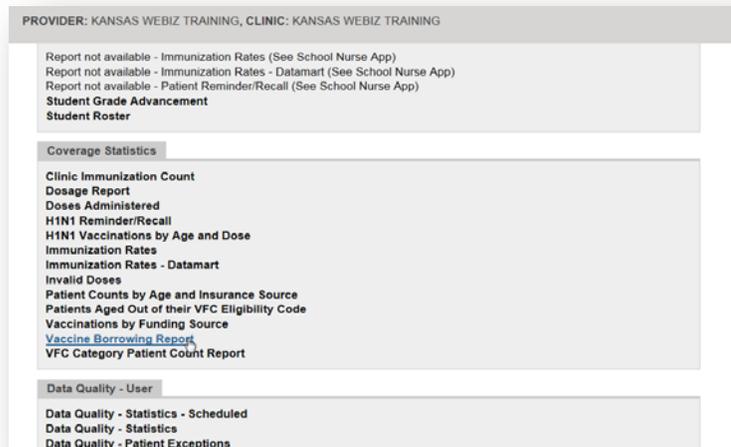
14. Be sure to also update the body site of where the vaccine was administered

15. Select *Update*



## Running a borrowing report from KSWebIZ...

1. Select *Reports* on your right hand menu
2. Scroll to the *Coverage Statistics* report section and select the *Vaccine Borrowing Report*



3. Enter your criteria as seen below

PROVIDER: KANSAS WEBIZ TRAINING, CLINIC: KANSAS WEBIZ TRAINING

Vaccine Borrowing Report

Enter the selection criteria and click "Run Report" or click "Cancel" to return to the previous page.

**Report Selection Criteria**

Provider  
KANSAS WEBIZ TRAINING

Clinic  
KANSAS WEBIZ TRAINING

Practice Type

Apply criteria to:  Provider  Clinic

SELECT  
CLINIC  
EMERGENCY ROOM  
FAMILY PRACTITIONER  
HOME CARE  
PEDIATRIC  
URGENT CARE

Note: Hold the Ctrl key to select multiple items.

**Vaccination Date Range**

From: 06/01/2015 Through: 06/30/2015

Include Doses Administered With Appropriate Funding Source  
 Include Doses Administered With Inappropriate Funding Source

**Vaccine Funding Sources**

BT  
CHIP  
PRIVATE  
STATE  
VFC  
CHIP WASTAGE REPAYMENT  
VFC WASTAGE REPAYMENT  
BT FUNDS  
GENERAL FUNDS  
PHIP FUNDS

Note: hold the Ctrl key to select multiple items.

Output Type  PDF  EXTRACT Delimiter: |

Run Report Cancel

4. Select *Run Report*
5. You can also run this report as an extract formatted as an Excel spreadsheet by selecting *Extract* as the *Output Type* and placing a comma in the *Delimiter* box.